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Date: December 18, 2001

To: Doug MacDonald, Washington State Department of Transportation
Jay Weber, County Road Administration Board
Stan Finkelstein, Association of Washington Cities

Subject: "Memo of Understanding" regarding the release of county road and city street traffic collision data by the Washington State Department of Transportation.

The purpose of this memorandum is to serve as an agreement among the Washington State Department of Transportation (WSDOT), the County Road Administration Board (CRAB), and the Association of Washington Cities (AWC) regarding the release of data for those collisions occurring on county roads and city streets.

Background

Beginning in January 2002, WSDOT will be implementing a new, statewide collision records system called CLAS (Collision Location and Analysis System). The implementation of this new system is based on directions provided by the State Legislature and the Office of Financial Management (OFM). At their request, an assessment team was formed in September 2000 to develop recommendations for developing a new collision records system. Staff from the Washington State Patrol (WSP), Department of Licensing, WSDOT, Office of Financial Management and the Washington Traffic Safety Commission served on the assessment team, and their findings led to the current CLAS initiative. The most important change resulting from CLAS is the transfer of responsibility for statewide collision data entry and storage from WSP to WSDOT, specifically to the Transportation Data Office.

Because CLAS will contain collision data for all roadways in the state, it is necessary to establish proper procedures for the release of data for those collisions that occur on trafficways not under WSDOT's jurisdiction, i.e., county roads and city streets. These procedures should ensure that local governments have control over the release of collision data when specific locations within their respective jurisdictions are requested.

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Business Processes – TDO

This agreement will cover the procedures to be used by WSDOT's Transportation Data Office (TDO) when it receives a request for collision data involving locations not on or intersecting with the state highway system.

1. If the request is for a specific location on a county road or city street, e.g., "How many collisions have occurred at the intersection of 1st and James in Seattle in the last five years?", the TDO will refer the requestor to the appropriate county or city jurisdiction for the information.
2. If the request involves some or all of the county roads under the jurisdiction of an individual county, or some or all of the city streets under the jurisdiction of an individual city, e.g., "How many pedestrians have been struck by motor vehicles on city streets in Tacoma this year?", the TDO will refer the requestor to the appropriate county or city jurisdiction for the information. This would apply regardless if the information was summary level or involved specific county road or city street locations.
3. If the request is for summary level information that does not involve specific county road or city street locations and includes roadways under two or more different jurisdictions, e.g., "What is the total number of traffic collisions that have occurred on all roadways in Benton County for the last year?", the TDO will provide* the requested information along with a copy to the appropriate jurisdiction(s).

*This will only be possible after the reporting functions of CLAS have been implemented.

The attached flowchart illustrates the above procedures.

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Terms of Agreement

The three agency executives who sign this Memo of Understanding agree that it is the responsibility of their designees to oversee the development, implementation and administration of any future detailed business or technical Memos of Understanding among the three agencies dealing with collection, processing, storage or release of statewide collision records. Further, the three agency executives who sign this document agree to support the decisions reached by their designees regarding the collection, processing, storage or release of statewide collision records. The three designees are as follows:

For CRAB - Mr. Dave Whitcher

For AWC - Mr. Jim Seitz

For WSDOT's Transportation Data Office - Ms. Jan Meyers

In the event that these three designees cannot reach resolution on a detailed business or technical issue which affects the collection, processing, storage or release of statewide collision records, each agency executive who signs this Memo of Understanding agrees to elevate the issue to the appropriate administrative level within their respective agency to resolve the issue.

By signing this document, you are agreeing to comply with the processes and conditions identified within this Memo of Understanding on this xx day of xxxxx, 2001.

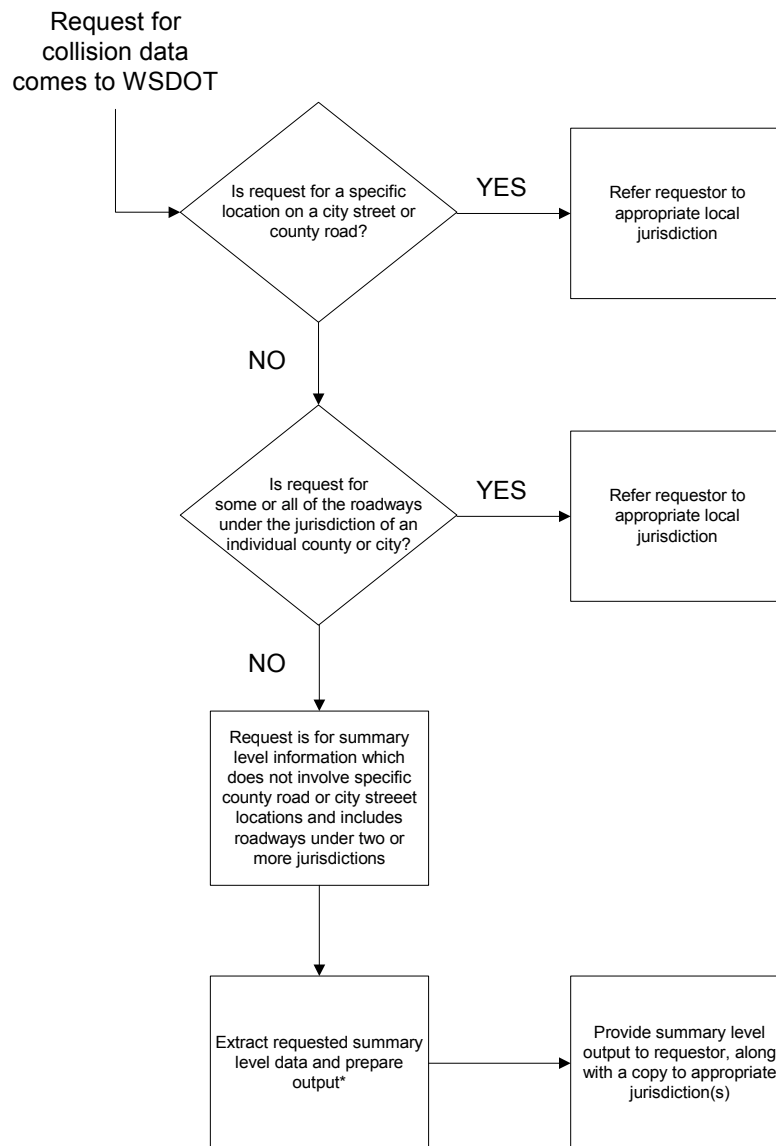
Jay Weber
Executive Director
County Road Administration Board

Stan Finkelstein
Executive Director
Association of Washington Cities

Douglas B. MacDonald
Secretary
Washington State Department of Transportation

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Process for Handling Requests Made to WSDOT for City/County Collision Data



*This will only be possible after the reporting functions of CLAS have been implemented.